

# **Pre-Retirement Checklist**

**Retired pay is *not* automatic—you must *apply* for it (at age 59).**

## **Visit the following sites for retirement information:**

- NCNG Retirement website: <http://www.nc.ngb.army.mil/Services/Pages/Retirees.aspx>
- U.S. Army Human Resources Command (HRC) website: [www.hrc.army.mil](http://www.hrc.army.mil)
- MyArmyBenefits website: <http://myarmybenefits.us.army.mil>

## **6 months before transfer to Retired Reserves:**

\_\_\_ Complete DA Form 4187 with effective dates to request to be transferred to the Retired Reserves.

\_\_\_ If you held a higher rank (CSM or 1SG) or grade and voluntarily took an administrative reduction (not by UCMJ or punitive action) converted from Officer to enlisted or Officer to Warrant Officer apply to be retired at the highest grade held on DA Form 4187.

\_\_\_ Request unit to submit Early Retirement Eligibility Memo if deployed on or after 29 January 2008.

\_\_\_ Recommend attending NCNG Pre-Retirement Seminar or complete 922-HRR-015 Soldier Non-Regular Retirement Course on GuardU website.

\_\_\_ Update your AKO password prior to transfer to the Retired Reserves. This will ensure your password is current and you can access AKO. Your AKO account will automatically convert to an Army Retiree account soon after transfer to the Retired Reserves (<https://www.us.army.mil>).

## **Upon transfer to the Retired Reserves (Gray Area):**

\_\_\_ Make an appointment to get a “Gray Area” I.D. card for self and dependents

\_\_\_ Keep HRC updated with any address changes (1-888-276-9472).

\_\_\_ Sign up for E-Echoes, the electronic Retiree newsletter for the U.S. Army ([https://www.armyg1.army.mil/rso/echoes\\_reg.asp](https://www.armyg1.army.mil/rso/echoes_reg.asp)).

\_\_\_ Consider SGLI to VGLI conversion within 120 days (SGLI Pamphlet 74-17) (<http://www.insurance.va.gov>).

\_\_\_ Consider TRICARE Retired Reserves within 180 days ([www.tricare.mil/trr/](http://www.tricare.mil/trr/))

## **12 months before turning age 60:**

\_\_\_ Apply for retired pay & benefits. Dependent on workload, you may not receive the retired pay application packet from HRC until on or about your 59th birthday. Complete application and return to mailing address below. If no packet received, you may download the forms (DD 108, DD 2656, SF 1199A) from the HRC website ([https://www.hrc.army.mil/site/reserve/download/forms/rrpdoczp\\_06.zip](https://www.hrc.army.mil/site/reserve/download/forms/rrpdoczp_06.zip)).

**Mail complete, original forms to:**  
U.S. ARMY HUMAN RESOURCES COMMAND  
ATTN: AHRC-PDR-RCR  
1600 SPEARHEAD DIVISION AVENUE  
DEPT 420  
FT. KNOX, KY 40122-5402

\_\_\_ Apply for NCNG state pension by completing OTAGNC Form 127-1-R. Form can be found at NCNG website (<http://www.nc.ngb.army.mil/Services/Pages/Retirees.aspx>)

**Mail complete form to:**  
JFHQ-NC-J9  
Support Services/Retirement Counseling Office  
4105 Reedy Creek Road  
Raleigh, NC 27607

## **After reaching age 60:**

\_\_\_ Make an appointment to get a Retiree I.D. for self and eligible dependents upon receipt of retirement orders from HRC.

\_\_\_ Contact the VA office (1-800-827-1000) for other benefits you may be eligible for (<http://www.insurance.va.gov/sgliSite/VGLI/VGLI.htm>).

\_\_\_ Contact HRC (1-888-276-9472) for any retirement related issues.

\_\_\_ Visit MyArmyBenefits website to see what other benefits you may be eligible for.

## **Contact the NCNG Retirement Section if you have any questions:**

Office: (919) 664-7565  
Email: [tre.caraway@us.army.mil](mailto:tre.caraway@us.army.mil)  
[travis.j.reed4.mil@mail.mil](mailto:travis.j.reed4.mil@mail.mil)

Website: <http://www.nc.ngb.army.mil/Services/Pages/Retirees.aspx>

